

Forms
Contact List
SBMS Instructions

**Find Subject Areas:**

Index ▼

Categories ▼

Alpha ▼

Show Side Menu

Search Subject Areas & Legacy Documents:

---

**Contents: Budget Submission Process**

 Effective Date: **December 2002**

 Point of Contact: [Assistant Budget Officer Direct Programs](#)


---

**Section**
**Overview of Content  
(see section for full process)**
[Introduction](#)
[1. Executing the Budget Submission Process - Programmatic](#)

- Execute the budget submission process applying the following programmatic subprocesses:
  - Director's Budget Call Memo - Early December
  - BNL Budget Officer's Call Memo - Mid-December
  - Department/Division Initial Budget Analysis - Early January
  - Department Budget Staff Download Budget Submission Information - Mid-January
  - Budget Submission Module - Mid-January
  - Presidential Allotments and Departmental Cost Plans - Early February
  - Proposal List and Contractor Codes - Mid-February
  - Proposal Review Process - Mid-February
  - Highlights and Proposal Packages - Late February
  - Budget Review - March through May

[2. Executing the Budget Submission Process - Indirect](#)

- Execute the budget submission process applying the following indirect subprocesses:
  - Director's Budget Call Memo - Early December
  - BNL Budget Officer's Memo - Mid-December
  - Budget Submission Module - Mid-January
  - Internal Departmental Review Process - Mid-February
  - Budget Office Review - March
  - BNL Director Budget Review - Mid-April through May
  - BNL Director Establishes Indirect Budgets - Late June, Early July

[Definitions](#)
**Exhibits**
[Budget Submission Panel](#)
[DOE Budget Submission Schedule and Process Flowchart](#)
[Personnel Forecast Panel](#)

[Personnel Forecast Panel](#)

## Forms

None

## Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

## References

[Budget Office Home Page](#)

## Standards of Performance

Costs and commitments shall be recorded on time and accurately.

Managers shall reach agreement with customers on work scope deliverables, schedules, and budgets before work begins and assure a formal agreement is negotiated between the Laboratory and the customer.

Project Managers shall manage assigned projects to a plan that appropriately documents deliverables, budget, schedule, management methods, organization, and control systems.

Work shall be managed to complete the scope on time and within the budget.

## Management System


This subject area belongs to the **Financial Management** management system.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002/standard/3f/3f00t011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



Forms	Contact List	SBMS Instructions	Help Desk
-------	--------------	-------------------	-----------

**Find Subject Areas:**

**Show Side Menu**

---

## Introduction: Budget Submission Process

Effective Date: **December 2002**

Point of Contact: [Assistant Budget Officer Direct Programs](#)

---

This subject area provides Laboratory-wide procedures for the budget submission process. BNL prepares a comprehensive institutional budget submission for the Department of Energy (DOE) annually. The [DOE Budget Submission Schedule and Process Flowchart](#) summarizes the process and workflow.

In early November, the Budget Office begins the budget process by planning the budget cycle. The cycle starts with the preparation of a Cost Escalation Analysis using local factors combined with DOE guidance. Local factors include:

- salary surveys provided by BNL Human Resources Division at the request of the Budget Officer;
- current fringe costs that are updated for expected changes;
- cost of energy calculations based upon expected consumption and regional prices.

This escalation guidance is used to calculate salary increases for future years. It is also used to calculate escalation rates that should be applied to materials, supplies, travel, communications, R&D subcontracts, equipment, and special procurements. The purpose of the escalation exercise is to calculate a realistic estimate of future cost plans, and compare them to future funding amounts to determine if those funds are adequate.

Preliminary guidance is accessed on the web and also received from both the Chicago Operations Office and DOE Headquarters to establish submission requirements, changes from the last submission, and due dates. Forms, guidelines, and special instructions are prepared for the Laboratory's Budget Call. The Laboratory Director's Budget Call is normally issued in mid-December. At the same time, the Budget Officer issues call letters with additional information to both departmental budget staff for program preparation and G&A units. Departments/Divisions then begin the process of developing budgets for the next two years using the current year cost plan within the People Soft Budget Module as a baseline for going forward.


When DOE releases the actual Budget Call package to the web, updated guidance is passed along to the Departments/Divisions to address any issues not covered in the Laboratory Budget Call. Data must be provided to the Budget Office in accordance with the time schedule included in the Budget Call. The Budget Office, in turn, analyzes this data to determine future parameters for growth of overhead/support units based upon the funding levels and revenue stream that Laboratory cost plans provide.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002-/standard/3f/3f00i011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)



[Forms](#)
[Contact List](#)
[BWS Instructions](#)
[Help Desk](#)

Find Subject Areas:

[Show Side Menu](#) Search Subject Areas & Legacy Documents:

---

Subject Area: **Budget Submission Process**

## 1. Executing the Budget Submission Process - Programmatic

Effective Date: **December 2002**

Point of Contact: [Assistant Budget Officer Direct Programs](#)

---

## Applicability

This information applies to BNL staff who prepare the DOE Budget Call for their Departments/Divisions.

## Required Procedure

BNL submits a Laboratory-wide budget proposal to DOE annually. The departmental budget submission process begins in December in order to provide budget planning, formulation, and control of the Laboratory budget for the next two years. This process is centralized in the Laboratory Budget Office and requires full cooperation, interaction and feedback among the Budget Office, Department/Division Administrators, and Scientific Staff. Each organization is required to submit its four-year budget data to the Budget Office by the specified date in the Budget Call. The data includes a forecast accounting for each person in the organization and what project(s) they will be assigned to during the fiscal year. Estimates are provided for the amount of technical services, subcontracts, materials and supplies, travel, electric power, and any other cost associated with a particular project.

**Note:** The following programmatic procedures are written for the most complex budget submission scenario. As a result, there may be steps in this process that do not apply to certain departments.

Executing the Budget Submission Process - Programmatic contains ten subsections:

- [1.1 Directors Budget Call Memo - Early December](#)
- [1.2 BNL Budget Office Memo - Mid-December](#)
- [1.3 Department/Division Initial Budget Analysis - Early January](#)
- [1.4 Department Budget Staff Download Budget Submission Information - Mid-January](#)
- [1.5 Budget Submission Module - Mid-January](#)
- [1.6 Presidential Allotments and Departmental Cost Plans - Early February](#)
- [1.7 Proposal List and Contractor Codes - Mid-February](#)
- [1.8 Proposal Review Process - Mid-February](#)
- [1.9 Highlights and Proposal Packages - Late February](#)
- [1.10 Budget Review - March through May](#)

## 1.1 Director's Budget Call Memo - Early December

<b>Step 1</b>	Staff receive the Budget Call Memo from the Laboratory Director.
<b>Step 2</b>	Staff review the Budget Call Memo with the appropriate Associate Laboratory Director (ALD) and Department Chair/Division Manager.

## 1.2 BNL Budget Officer's Call Memo - Mid-December

<b>Step 1</b>	Staff receive the Budget Officer's Call Memo.
<b>Step 2</b>	Staff review the Budget Officer's Call Memo and determine the individual Department/Division calendar based on deadlines with the Budget Office Schedule.
<b>Step 3</b>	Staff coordinate institutional construction budget requirements with the Assistant Laboratory Director (ALD) for Facilities and Operations.
<b>Step 4</b>	Staff review plan for meeting with Scientific and Professional Staff to help develop forecast, cost plans, and proposal information for all DOE Operating, Capital, Construction and Work for Other Projects.
<b>Step 5</b>	Principal Investigators begin the process of writing Field Work Proposals.  <b>Note:</b> The Budget Submission exercise is a resubmittal of all active Field Work Proposals (FWP) and Field Proposal Plans (FPP) plus new initiatives. There are additional DOE proposals, in other formats (i.e., Environmental Restoration, Waste Management, and Defense-related programs) submitted on a different budget cycle. However, for the purpose of this "once a year" exercise, the project budgets for these programs as well as the Work for Other Federal Agencies and other private research are updated for the four-year scenario so that the entire Laboratory budget can be analyzed. Scientific departments may use this exercise as a planning tool for future years.

## 1.3 Department/Division Initial Budget Analysis - Early January

<b>Step 1</b>	Staff forward their proposal list to the Department Chairs/Division Managers for submission.
<b>Step 2</b>	Department Chairs/Division Managers review the proposal list to indicate which programs will close out during the period (if they have not done so already), and to make additions for new initiatives that have a high probability of receiving funding during the period.
<b>Step 3</b>	Department Chairs/Division Managers develop funding levels for all projects based on guidance received from their programmatic contacts.

## 1.4 Department Budget Staff Download Budget Submission Information - Mid-January

<b>Step 1</b>	Staff download FWP instructions and forms/schedules from the Budget Submission section of the <a href="#">Budget Office Home Page</a> . The Budget Submission section also includes specific instructions and forms for capital (purchased, fabricated, and GPE), construction (line items and GPP), inventory, and Work for Others programs. Staff forward a memorandum with these instructions, forms/schedules, and Proposal Summary Form to Department Chairs/Division Managers and Administrative Staff for review.
<b>Step 2</b>	Department Chairs/Division Managers indicate approval of the titles by initialing and returning the Proposal Summary Form to staff.

## 1.5 Budget Submission Module -

## 1.5 Budget Submission Module -

### Mid-January

<b>Step 1</b>	The Budget Office notifies staff when the Current Year Cost plan and the Budget Submission Module have been updated to reflect January 1 salary increases. A comprehensive summary of indirect rates and cost element escalation guidelines is also provided at this time.
<b>Step 2</b>	Staff meet with Department Chairs/Division Managers to finalize update of the Current Year Cost Plan. The Business Systems Division (BSD) copies this modified cost plan into the First Year of the Budget Submission Module at a date specified by the Budget Office.
<b>Step 3</b>	<p>Staff complete analysis of the Personnel Forecast to ensure all personnel are budgeted to funded projects. In situations where sufficient funding is not available, a contingency plan should be in place to reduce staff. Unsupported Personnel are forecasted in a special "unsupported" project established by the Budget Office.</p> <p><b>Note:</b> Each project (continuing or new) is modeled out in the <a href="#">Personnel Forecast Panel</a> exhibit and the <a href="#">Budget Submission Panel</a> exhibit for the Presidential Year (PY), Revised Year (RY), and Budget Year (BY), using the First Year (FY) as a baseline. The PY budget is based upon expected funding levels (principal investigator/program manager discussions) and adjusted when actual Presidential Allotments are received. The RY budget represents funding required to continue research programs at current levels, as well as requests for new initiatives. The BY budget is usually an escalation of the budgets in the RY.</p>
<b>Step 4</b>	Staff formulate rates for organizational burden and allocations (electric power, ITD, and space) using escalation rates for Presidential Year (PY), Revised Year (RY), and Budget Year (BY).
<b>Step 5</b>	Upon completion of organizational burden/department allocation rate calculation, staff prepare a memo listing yearly organizational burden rates and send it to the Budget Office. The Budget Office uploads these initial rates into the Budget Submission panel of the Budget Module. Revisions to these rates may be entered by the department or submitted to the Budget Office for input.

## 1.6 Presidential Allotments and Departmental Cost Plans - Early February

<b>Step 1</b>	Budget Office receives guidance and Presidential Allotments for all DOE direct-funded programs and forwards them to ALDs and staff.
<b>Step 2</b>	Staff forward Presidential Allotments to Department Chairs/Division Managers to review them for accuracy and determine if they reflect the most recent projections supplied to the PI as a result of discussions with individual DOE Program Managers.
<b>Step 3</b>	Staff develop a Presidential Estimate (in programs where the Presidential Allotment is outdated) and notify the Budget Office (via e-mail) of deviations from Presidential Allotments.
<b>Step 4</b>	Staff adjust Presidential (PY) Cost Plans which were modeled out during mid-January, using the Presidential Allotments or Estimates.
<b>Step 5</b>	<p>Upon completion of programmatic budgets, staff adjust departmental rates as required.</p> <p><b>Note:</b> If there is a decrease in the Presidential Cost Plans, it may necessitate a decrease in the organizational burden cost plan or an increase in the rate. This would apply to the allocations as well.</p>

## 1.7 Proposal List and Contractor Codes - Mid-February



<b>Step 1</b>	Staff verify DOE Contractor Codes for all DOE Capital and Operating Projects.
<b>Step 2</b>	<p>Staff forward Proposal Summary Forms to Budget Office.</p> <p><b>Note:</b> The Proposal Summary Form is for DOE funding only and must include the exact proposal title, contractor code, and nine-digit Budget and Reporting code (no hyphen), and DOE Portfolio Key. The DOE Portfolio Key for the R&amp;D Category may be obtained from the <a href="#">Budget Office Home Page</a> by accessing the Budget Submission area and clicking on FWP Key Codes. The Department Chairs/Division Managers complete the Proposal Summary Form.</p>

## 1.8 Proposal Review Process - Mid-February

<b>Step 1</b>	Principal Investigators (PIs) forward Proposals, Proposal Information Questionnaires (PIQs), and Capital Equipment requests in final form (reviewed and signed by Department Chairs/Division Managers) to staff.
<b>Step 2</b>	Staff review proposals for format, staffing, budget, capital equipment, Contractor Codes, dates, etc., and verify budget data to ensure that appropriate funding, cost plans, and staffing are captured in the Budget Submission Module.
<b>Step 3</b>	Staff return proposals and budgets to PIs for correction and approval. PIs obtain approval signatures for budget pages, final proposals, and forms, and return them to staff for final processing.
<b>Step 4</b>	<p>Staff prepare summary funding/cost plans and submit them to the ALD for review and approval.</p> <p><b>Note:</b> Budget requests should be consistent with manpower levels, equipment, and facilities described in the proposals. Impacts due to the Presidential Allotment/Estimate should be clearly identified in the proposals and used by the departments in their internal planning process.</p>
<b>Step 5</b>	Staff releases all program operating inventory, capital equipment, and construction budget requests and Work For Others schedules to be received by the Budget Office.

## 1.9 Highlights and Proposal Packages - Late February

Following the completion of programmatic budgets and proposals, a series of meetings are held, starting with Department Chairs/Division Managers and following with the cognizant ALD. This level of review is performed at the program level and may involve more than one department.

<b>Step 1</b>	When all data is considered acceptable and proposals are determined to be compliant with BNL's Institutional Plan, the ALD approves a program summary and prepares a Highlights document detailing the expected effect of the Presidential Allotment on the future progress of the program.
<b>Step 2</b>	Staff incorporate the Highlights document into a cover letter for transmittal of proposal packages to DOE Program Managers.
<b>Step 3</b>	Staff submit final hard and electronic copies of proposal packages to the Budget Office.

## 1.10 Budget Review - March through May

<b>Step 1</b>	The Budget Office performs a qualitative analysis of all budgets submitted. Communication with
---------------	--

	staff is instrumental in facilitating this process.
<b>Step 2</b>	Upon completion of Departmental/Divisional Budgets and Proposals, the ALD, Department Chairs/Division Managers, and staff prepare a program review for the Laboratory Director and Budget Officer.
<b>Step 3</b>	ALDs, Department Chairs/Division Managers, the Budget Officer, and the Laboratory Director review and discuss expected progress and anticipated funding issues.

## References

[Budget Office Home Page](#)

| [Continue to Next Page](#) |


[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002/standard/3f/3f01d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)





Forms
Contact List
SBMS Instructions
Help Desk

---

**Find Subject Areas:** Index ▼ Categories ▼ Alpha ▼

Show Side Menu Search Subject Areas & Legacy Documents:

---

Subject Area: **Budget Submission Process**

## 2. Executing the Budget Submission Process - Indirect

Effective Date: **December 2002**

Point of Contact: [Assistant Budget Officer Indirect Expense](#)

---

## Applicability

This information applies to BNL staff who prepare the Indirect Budget Call for their Departments/Divisions.

## Required Procedure

BNL submits a Laboratory-wide budget proposal to DOE annually. The departmental Budget Submission process begins in December in order to provide budget planning, formulation, and control of the Laboratory budget for the next two years. This process is centralized in the Laboratory Budget Office and requires full cooperation, interaction and feedback among the Budget Office and Division Administrators. Each organization is required to submit its four-year budget data to the Budget Office by the specified date in the Budget Call. The data includes a forecast accounting for each person in the organization and what project(s) they will be assigned to during the fiscal year. Estimates are provided for the amount of technical services, subcontracts, materials and supplies, travel, electric power, and any other cost associated with a particular project.

Executing the Budget Submission Process - Indirect contains seven subsections:

- [2.1 Director's Budget Call Memo - Early December](#)
- [2.2 BNL Budget Office Memo - Mid-December](#)
- [2.3 Budget Submission Module - Mid-January](#)
- [2.4 Internal Departmental Review Process - Mid-February](#)
- [2.5 Budget Office Review - March](#)
- [2.6 BNL Director Budget Review - Mid-April through May](#)
- [2.7 BNL Director Establishes Indirect Budgets - Late June](#)

## 2.1 Director's Budget Call Memo - Early December

<b>Step 1</b>	Division Administrators receive the Budget Call Memo and a calendar detailing Budget Preparation deadlines from the Laboratory Director.
<b>Step 2</b>	Division Administrators review the Budget Call Memo with their appropriate Associate Laboratory Director (ALD) and internal management.

## 2.2 BNL Budget Officer's Memo - Mid-December

---

<b>Step 1</b>	Division Administrators receive the Budget Officer's Call Memo.
<b>Step 2</b>	Division Administrators review the Budget Officer's Call Memo and coordinate the individual Department/Division calendars to the Budget calendar.
<b>Step 3</b>	<p>Division Administrators review plan for meeting with internal management (i.e., Division Managers) to help develop forecasts and cost plans for all indirect projects.</p> <p><b>Note:</b> The Budget Submission exercise provides budgetary data for the four-year scenario so that the entire laboratory budget can be analyzed.</p>

## 2.3 Budget Submission Module - Mid-January

<b>Step 1</b>	The Budget Office notifies Division Administrators when the Budget Execution and Budget Submission Modules have been updated to reflect January raises. They also provide a comprehensive summary of indirect rates and cost element escalation guidelines at this time. Salary escalations are entered into the Global Salary Adjustments option of the Personnel Forecasting Module so that the Personnel Forecasting System will automatically calculate escalated salaries.
<b>Step 2</b>	Division Administrators meet with Division Managers to update the Current Year Cost Plan. The Business Systems Division (BSD) copies this modified cost plan into the First Year of the Budget Submission Module at a date specified by the Budget Office.
<b>Step 3</b>	Division Administrators budget all Divisional employees in the Personnel Forecast Module for the Presidential Year (PY), Revised Year (RY), and Budget Year (BY). Employee assignments can either be copied individually into PY, RY, and BY or the whole division can be copied into these years by using the PS Forecast Global Change feature.
<b>Step 4</b>	Division Administrator perform an analysis of the Personnel Forecast to ensure all personnel are budgeted to funded projects. In situations where sufficient funding is not available, a contingency plan should be in place to reduce staff in the event that additional funding is not received. Unsupported personnel are forecasted in a special "unsupported" project established by the Budget Office.
<b>Step 5</b>	<p>If applicable, staff formulate rates for organizational burden and allocations (electric power, ITD, and space) using escalation rates for Presidential Year (PY), Revised Year (RY), and Budget Year (BY). These initial rates are provided to the Budget Office for inclusion into the Budget Submission panel of the Budget Module.</p> <p><b>Note:</b> Revisions to these rates may be entered by Division staff or submitted to the Budget Office for input.</p>
<b>Step 6</b>	<p>Once labor is validated, Division Administrators develop the non-salary portion of their budgets. The non-salary costs elements are escalated in accordance with the published guidelines in the Budget Submission Module. The First Year data is culled of one-time increases received during the Current Year and then used as a baseline in preparing the Presidential Year (PY), Revised Year (RY), and Budget Year (BY).</p> <p><b>Note:</b> The PY of the Indirect Budget Submission should contain escalation increases only. All additional incremental requests should be added to the RY. The BY projections include escalations and increments.</p>

## 2.4 Internal Departmental Review Process - Mid-February

<b>Step 1</b>	Staff, internal management, and the appropriate ALD review budgets to ensure appropriate funding.
---------------	---

<b>Step 1</b>	Staff, internal management, and the appropriate ALD review budgets to ensure appropriate funding and level of staffing prior to final release to the Budget Office.  <b>Note:</b> Detailed justifications for incremental requests must be submitted to the Budget Office at this time.
---------------	---

## 2.5 Budget Office Review - March

<b>Step 1</b>	The Budget Office performs a qualitative analysis of all budgets submitted. Communication with staff is instrumental in facilitating this process.
---------------	--

## 2.6 BNL Director Budget Review - Mid-April through May

<b>Step 1</b>	Upon completion of Divisional Budgets, the ALD and staff prepare a program review for the Laboratory Director, Deputy Directors, ALD for Finance & Administration, and the Budget Officer.
<b>Step 2</b>	The Laboratory Director, Deputy Directors, the ALD for Finance & Administration, and the Budget Officer review and discuss expected progress and anticipated funding issues.

## 2.7 BNL Director Establishes Indirect Budgets - Late June, Early July

<b>Step 1</b>	The Budget Office presents detailed analysis of overhead-funded budgets to the Laboratory Director, Deputy Directors, and the ALD for Finance & Administration.
<b>Step 2</b>	The Laboratory Director, Deputy Directors, the ALD for Finance & Administration, and the Budget Officer discuss, revise, establish, and publish indirect budgets for each Associate Laboratory Director.
<b>Step 3</b>	ALDs receive indirect budget authorization from the Budget Office requesting impact statements when applicable.
<b>Step 4</b>	Division Administrators work with the ALD and internal management to provide the Budget Office with internal distribution of indirect budget authorization.  <b>Note:</b> Internal distribution is required for use in development of special laboratory indirect rates.

| [Go to Previous Page](#) |

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002/standard/3f/3f02d011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)

# Budget Submission Panel

**Budget and Forecasting - Use - Budget Submission**

File Edit View Go Favorites Use Process Reports Help

Budget Submission | Forecast Costs | Budget Submission Report | Report Distribution | Allocations | Indirect Costs | Indirect Costs 2 | Offset Costs

Project: 80085 Generic Division EECA Status: Budgeted Dept: EE Division: EECA

B&R No.: 600301010 Task No: FWP Number: Start Date:

Proj Type: NFA Agreement No: PI: DAUM, P End Date:

Fund Type: 2Y WFO Proj Type: NES Cost Center: Full G&A - YE Var Participant FCR: N Ind Proj Group:

Fund Year: Bud Ref: Reimbursable Work:

Cost Plan Status: Cost Plan Released by Dept ☒ On Going Project ☐

Budget Yr	Carry Over	New Funding	Cost Plan	Carry Forward
First Year	\$0.00	\$0.00	\$0.00	\$0.00
Presidential Year	\$0.00	\$0.00	\$0.00	\$0.00
Revised Year	\$0.00	\$0.00	\$0.00	\$0.00
Budget Year	\$0.00	\$0.00	\$0.00	\$0.00
Out Year	\$0.00	\$0.00	\$0.00	\$0.00

User Options  
☐ On-line Calculation  
☐ Calculate all Rows

Activity id: 80085 Generic Division EECA Status: B

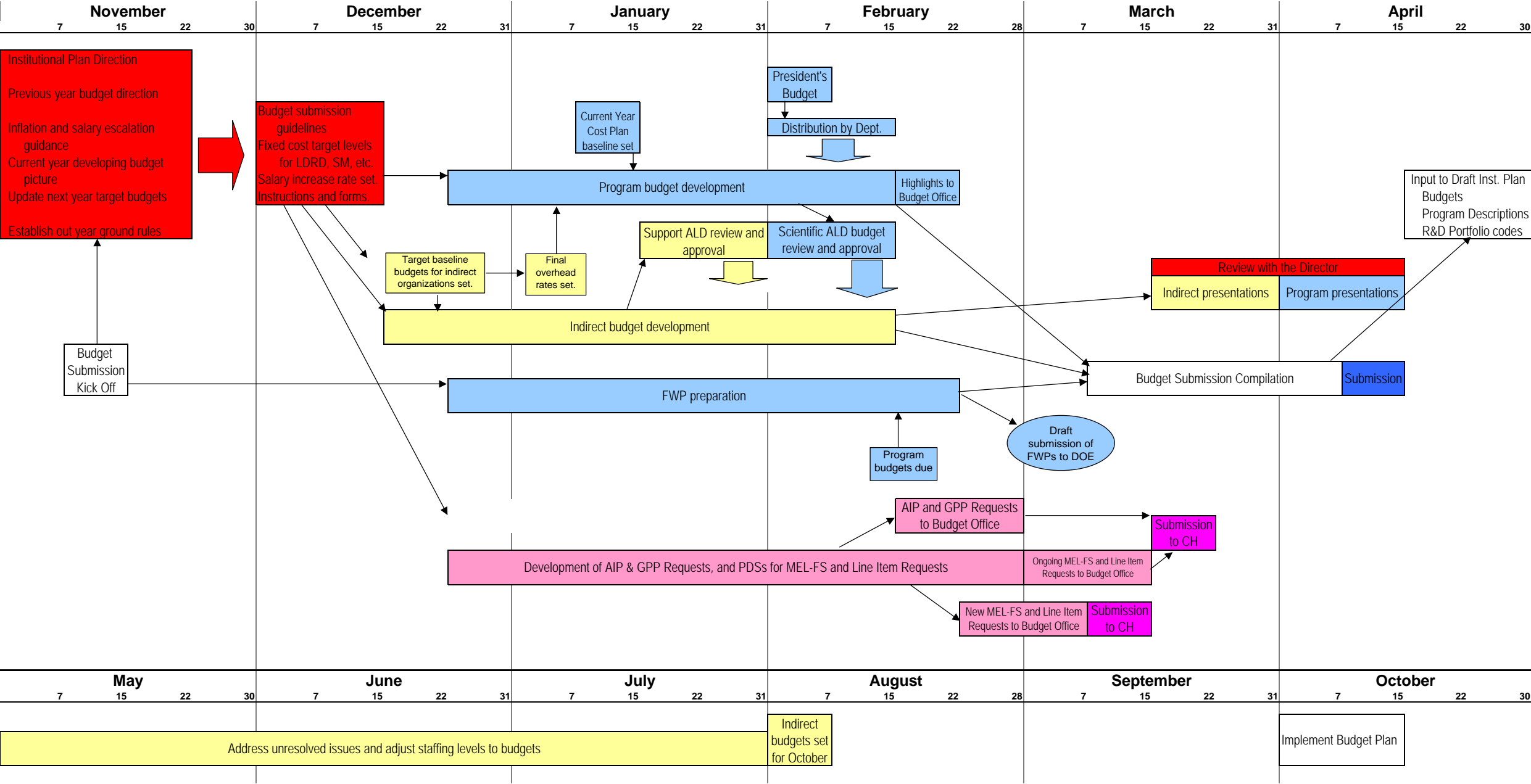
Current Year	Presidential Year	Revised Year	Budget Year	Out Year
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type	Categ	First Year.	Presidential Year	Revised Year	Budget Year	Out Year
1						

Budget Submission Update/Display

Start | Inbox - Mi... | z900d01... | Untitled - ... | Budget... | 9:06 AM

BROOKHAVEN NATIONAL LABORATORY - DOE Budget Submission Schedule and Process Flowchart



# Personnel Forecast Panel

**Budget and Forecasting - Use - Personnel Forecasting**

File Edit View Go Favorites Use Process Reports Help

Forecast Entry | Forecast Profile | Salary / Distribution | Forecast Distribution | Budget Exec Distribution | Salary Adjustments | Holidays

SetID: BNL    EmplID: EEPD02    Name: POST DOC,    Status: In Process

☒ Current Year  
 ☐ Presidential Year  
 ☐ Revised Year  
 ☐ Budget Year  
 ☐ Out Year  
 ☐ First Year  
 Budget Year: 2002


Period	Date	Days	Hours	Earnings	Bal	St. Hrs	St. Amt	Prem Hrs	Prem Amt	Ind Amt	Total Hrs	SWF Amt
1	10/01/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	10/21/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	11/21/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	12/21/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	01/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	02/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	03/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	04/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	05/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	06/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	07/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	08/21/2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

☒ Pcnt  
 ☐ Hours  
 ☐ Days

☐ From:   To:   Type: REGU   Chrg: N   Project ID:   Activity ID:   Pcnt/Hrs/Days:   Budget Amt:

Forecast Entry    Update/Display

Start    S...    U...    B...    S...    M...    S...    12:46 PM



Forms
Contact List
SBMS Instructions
Help Desk

**Find Subject Areas:**

Index ▼

Categories ▼

Alpha ▼

Show Side Menu

**Search Subject Areas & Legacy Documents:**

## Definitions: Budget Submission Process

Effective Date: **December 2002**

Point of Contact: [Assistant Budget Officer Direct Programs](#)

Term	Definition
Budget and Reporting Code	DOE classification codes used to track and report obligations, cost, and revenues by DOE field offices, the formulation of budgets, and the controlling and measuring of actual versus budgeted performance. The B&R Code is a nine-digit code segregated by program, subprogram, category, task, and subtask.
Budget Year (BY)	Fiscal year for which budget is being considered.
Contractor Code	Identifying code assigned by initiating department/division that is unique in that the first two digits are the alpha department code, followed by a dash and three-digit numeric with leading zero's (i.e., BU-001). If necessary, the three-digit alpha division code may be included at the end preceded by another dash.
Current Year	Fiscal year in which the budget is currently being executed.
Field Proposal Plans (FPP)	Primary proposal document for providing funding on Energy Efficiency and Renewable Energy programs. A shorter version of the Field Work Proposal.
Field Work Proposal (FWP)	Preformatted document used to respond to DOE solicitations. This proposal document includes program title, sponsoring DOE organization, headquarters program manager, and principal investigator in the opening section. It also includes a summary of obligations and costs for the life of the program, purpose, technical progress, and expected future accomplishments as some of the major headings. Although many other formats exist for proposing DOE work, this one is used by most DOE organizations.
First Year (FY)	Current Year Cost plan in the Budget Execution section of the Budget Module is updated with best projections for costs through the end of the current fiscal year. This cost plan is copied into the Budget Submission Module and creates First Year, which is used as a baseline for developing budgets for future years (Presidential, Revised, and Budget Year).
Organizational Burden	Department costs, such as salary and fringe, allocations, supplies, materials, communications, and miscellaneous support costs that are not identifiable to a particular cost center and spread to all projects under that organization code via a rate. This rate is calculated by dividing the total organizational burden costs by the total department salary, plus paid absence burden, plus fringe benefit burden.
Presidential Allotments	Actual funding amounts the President is currently proposing to Congress for the next fiscal year. These allotments along with narrative guidance is available on the internet on the day following the President's "State of the Union" address, which is normally delivered during the first week of February. The Presidential allotments can be found at <a href="http://www.cfo.doe.gov/budget/FYbudget/content/labtable/labtable.pdf">http://www.cfo.doe.gov/budget/FYbudget/content/labtable/labtable.pdf</a> .

**Note:** Replace the FY in the url above with the current two digit fiscal year (e.g.



	<b>NOTE:</b> Replace the FY in the dn above with the current two-digit fiscal year (e.g., 03budget) and update it from year to year.
Presidential Estimate	Due to early deadlines within DOE headquarters for Presidential Allotments, funding levels are often outdated by the time the President delivers his "State of the Union" address. So to focus on keeping these funding levels as current as possible the Budget Office accepts revised funding amounts from principal investigators who are in contact with their cognizant program manager.
Presidential Year (PY)	Fiscal year immediately preceding the Budget Year. It is the fiscal year of the budget currently being considered in Congress. Cost plan bottom lines for this fiscal year should agree with Presidential Allotments/Estimates.
Principal Investigator	Primary technical contact for scientific programs within the DOE complex.
Program Manager	Primary technical contact for scientific programs within the DOE complex.
Revised Year (RY)	Fiscal year immediately preceding the Budget Year. It is the fiscal year of the budget currently being considered in Congress. Cost plan bottom lines for this fiscal year are not constrained by the Presidential Allotments/Estimates. Instead, this cost plan represents the resource required to continue research at current levels and proceed with new initiatives.
Validation	Exercise involving comprehensive examination of the contractor's documentation and work papers used to develop the budgets that are in support of the FWP's and FPP's. This process also includes testing and verifying overhead rates used to calculate budgets, and verification of the reasonableness of the contractor's scope requirements.

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002/standard/3f/3f001011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)

<b>SBMS</b>	<a href="#">Forms</a>	<a href="#">Contact List</a>	<a href="#">SBMS Instructions</a>	<a href="#">Help Desk</a>
-------------	-----------------------	------------------------------	-----------------------------------	---------------------------

**Find Subject Areas:**

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

---

**Revision History: Budget Submission Process**

Point of Contact: [Assistant Budget Officer Direct Programs](#)

---

## Revision History of this Subject Area

Date	Description	Management System
December 2002	<p>This subject area provides Laboratory-wide procedures for the budget submission process. BNL prepares a comprehensive institutional budget submission for the Department of Energy (DOE) annually.</p> <p>This subject area takes the place of Section III. Laboratory Budget Submission in the BNL Budget Manual.</p>	Financial Management

[Back to Top](#)

**The only official copy of this file is the one online in SBMS. Before using a printed copy, verify that it is the most current version by checking the document effective date on the BNL SBMS website.**

1.0-122002/standard/3f/3f00a011.htm

Send a question or comment to the [SBMS Help Desk](#)  
[Disclaimer](#)